

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**SUPERVISOR OF WASTEWATER SERVICES**

<b>FLSA STATUS:</b> Exempt	Formatted Table
<b>CLASS SUMMARY:</b> The Supervisor of Wastewater Services is the first level in a two-level Utilities Wastewater Treatment Plant Management series. Incumbents are responsible for supervising and coordinating daily operational activities and staff in one of the areas listed below, depending upon assignment.	Formatted Table Deleted:
<ul style="list-style-type: none"><li>• <b>Supervisor of Wastewater Services - Operations and Treatment:</b> <u>Plans, coordinates, assigns, participates in, directs and supervises the daily operation and the</u> multi-shift activities of the plant Operations Section; responsibility and accountability for meeting State discharge requirements; may be required to assume the duties and responsibilities of the "Chief Plant Operator" as defined by the State Water Resources Control Board, in the absence of the Chief of Wastewater Services- <u>Facilities Operations.</u></li></ul>	Deleted: Planning and coordinating
<ul style="list-style-type: none"><li>• <b>Supervisor of Wastewater Services – Environmental Compliance:</b> <u>Plans, coordinates, assigns, participates in, directs and supervises the daily operation of the Environmental Compliance group. Supervises</u> the provisions of wastewater discharge permit <u>applications, inspection reports and permits, enforcement actions, sampling, and monitoring activities involving industrial and/or commercial wastewater, groundwater, and biosolids for compliance with federal, state, and local regulations and related monitoring programs.</u></li></ul>	Deleted: ontrol Deleted: Supervising Deleted: s
<ul style="list-style-type: none"><li>• <b>Supervisor of Wastewater Services – Power Generation System:</b> <u>Plans, coordinates, assigns, participates in, directs and supervises the daily</u> operation, maintenance and repair activities of the Power Generation Facility, <u>boiler, waste gas flare systems and ancillary equipment.</u></li></ul>	Deleted: , ordinances and applicable rules and regulations to ensure compliance with a variety of local, state, and federal requirements. Formatted: Bullets and Numbering
<ul style="list-style-type: none"><li>• <b>Supervisor of Wastewater Services – Laboratory:</b> <u>Plans, coordinates, assigns, participates in, directs and supervises the daily operation,</u> of the State-certified Environmental Laboratory of the Wastewater Management Division. Supervises the analysis, quality assurance and reporting of environmental samples including but not limited to water, groundwater, wastewater, biosolids and soils, in conformance with standard policies and procedures.</li></ul>	Deleted: Planning, scheduling and supervising the operation Deleted: <#> and, in consultation with the Director of Public Utilities, participating in projecting and developing the power resource requirements and portfolio for the City.¶
<ul style="list-style-type: none"><li>• <b>Supervisor of Wastewater Services – Mechanical Maintenance:</b> <u>Plans, coordinates, assigns, participates in, directs and supervises the daily operation</u> of the Plant Maintenance <u>activities</u> of the Wastewater Treatment Plant through the supervision of personnel engaged in the maintenance <u>and operation</u> of equipment, <u>machinery, facility maintenance, warehousing, and corrosion protection.</u></li></ul>	Deleted: Supervising and participating in daily activities Deleted: Supervising daily operations Deleted: or Field Deleted: Sections
<ul style="list-style-type: none"><li>• <b>Supervisor of Wastewater Services – Field Maintenance:</b> <u>Plans, coordinates, assigns, participates in, directs and supervises the daily operation of the Field Maintenance activities of the Wastewater Treatment Plant through the supervision of personnel engaged in the maintenance and construction of the infiltration pond and canal distribution system, grounds maintenance and operation of heavy equipment.</u></li></ul>	Deleted: , Formatted: Bullets and Numbering Formatted: Font: Bold

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<p><b>Supervisor of Wastewater Services - Industrial Electrical:</b> <u>Plans, coordinates, assigns, participates in, directs and supervises the daily operation and maintenance of the electrical, electronic and computerized aspects of the wastewater, industrial waste and power generation facilities.</u></p> <p><u>The incumbents may be required to work any shift, weekends and holidays.</u></p> <p>The Supervisor of Wastewater Services is distinguished from the Chief of Wastewater Services in those incumbents <u>of the latter plans, coordinates and manages the full range of activities of a section of the Wastewater Management Division.</u></p>		<p><b>Deleted:</b> &lt;#&gt; and grounds.¶¶ &lt;#&gt;¶¶</p> <p><b>Deleted:</b> Supervising and participating in the repair, installation and maintenance of electrical, electronic, process instrumentation, and computerized control systems.¶¶ &lt;#&gt;¶¶</p> <p>Incumbents may be required to work any shift, weekends and holidays.</p> <p><b>Formatted:</b> Font: 11 pt</p>
<p><b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)</p>		<p><b>Deleted:</b></p> <p><b>Formatted:</b> Font: 11 pt</p> <p><b>Formatted:</b> Font: 11 pt</p> <p><b>Formatted:</b> Font: 11 pt</p> <p><b>Deleted:</b> , which is responsible for managing the daily activities and operations of an assigned section within the Wastewater division.</p> <p><b>Formatted Table</b></p> <p><b>Deleted:</b> 15</p> <p><b>Deleted:</b> 25</p> <p><b>Deleted:</b> 3.</p> <p><b>Deleted:</b> Oversees and supervises operations, maintenance, and repair work on facilities and equipment such as the collection system, treatment, reclamation, and wastewater laboratory; reads and interprets plant piping, bluep[ ... [1]</p> <p><b>Deleted:</b> Daily¶¶ 10%</p> <p><b>Deleted:</b> 4.</p> <p><b>Deleted:</b> Supervises and participates in the compilation[ ... [2]</p> <p><b>Deleted:</b> Daily¶¶ 5%</p> <p><b>Deleted:</b> 5.</p> <p><b>Deleted:</b> Responds to questions and more serious or complex [ ... [3]</p> <p><b>Deleted:</b> Daily¶¶ 5%</p> <p><b>Deleted:</b> 6</p> <p><b>Deleted:</b> 7</p>
1.	Supervises staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	<p><b>FREQUENCY</b></p> <p>Daily <u>20%</u></p>
2.	Supervises the daily operations in assigned area of responsibility within the division, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards.	<p>Daily <u>50-75%</u></p>
3.	Ensures safe work methods are followed and appropriate safety precautions and equipment are utilized.	<p>Daily <u>5-10%</u></p>
4.	Estimates personnel, material and equipment requirements for assigned jobs; ensures that all necessary materials, supplies and equipment are available; ensures the proper maintenance of equipment and tools. Initiates purchase requests and work orders for needed materials and for plant repairs and improvements.	<p>Weekly <u>5-10%</u></p>

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	Formatted Table
5.	Participates in coordinating and monitoring division budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.	Weekly 5%	Deleted: 8
6.	Supervises and participates in the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient <u>divisional</u> operations.	Weekly 5%	Deleted: 9 Deleted: departmental
7.	Participates in a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly 5-25%	Deleted: 10
8.	Performs other duties of a similar nature or level.	As Required	Deleted: 11. Deleted: Reads and interprets a variety of utility plans, engineered drawings, and written specifications in order to determine required equipment shut downs in order to accomplish needed repairs. Deleted: Weekly 5% Deleted: 12. Deleted: Plans, organizes and supervises a predictive and preventive maintenance program, including developing schedules and work standards; monitors work installation and repair activities to ensure conformance with specifications. Deleted: Monthly 5% Deleted: 13

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FREQUENCY</b>	
<ul style="list-style-type: none"> <li>• <b>Supervisor of Wastewater Services – Operations and Treatment</b> <ol style="list-style-type: none"> <li>1. Oversees and supervises adjustments to plant equipment; interprets readings of meters, gauges, and other control and measuring devices; reads and interprets blueprint and plant piping drawings; confers with other sections in the solution of plant-related issues, and provides technical assistance to staff in resolving difficult problems encountered.</li> <li>2. Supervises, participates and utilizes plants computer system to evaluate unit process performance; supervises the process of record keeping, compiling and reviewing data; performs independent research; interprets data; prepares reports and charts; and makes recommendations to Chief of Wastewater Services – Facilities Operations.</li> <li>3. Assists with the coordination of public tours for the purpose of public education.</li> <li>4. Reads and interprets a variety of facility plans, engineered drawings, and written specifications in order to determine required equipment shut down in order to accomplish needed repairs; assesses and approves process control changes and reports changes to Chief of Wastewater Services – Facilities Operations; and reviews plant operations and implements improvements in methods and practices.</li> <li>5. Plans, organizes and supervises plant operations and monitors installation and repair activities to ensure conformance with specifications.</li> </ol> </li> </ul>		<b>Weekly</b> 10%	Formatted Table
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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	
<ul style="list-style-type: none"> <li>• <b>Supervisor of Wastewater Services – Environmental Compliance</b></li> <li>1. <u>Oversees and supervises operations, maintenance, and repair work on equipment used for field sampling and/or monitoring; reads and interprets blueprints and collection system piping; provides technical assistance to staff in resolving difficult problems encountered.</u></li> <li>2. <u>Supervises and participates in the compilation of Pretreatment Quarterly and Annual Reports to ensure compliance with Federal, State, and Regional Board standards, rules and regulations.</u></li> <li>3. <u>Responds to questions and more serious or complex issues from the public and/or other agencies regarding wastewater compliance issues and storm water compliance issues; evaluates situations, develops solutions, explains findings to property owners and notifies appropriate officials and City staff; coordinates work with other departments and outside agencies as needed.</u></li> <li>4. <u>Plans, organizes, and develops schedules and work standards to ensure compliance with Federal, State, and Local rules, regulations, and programs; monitors assigned work.</u></li> </ul>			<b>Formatted Table</b>
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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FREQUENCY</b>	Formatted Table
<ul style="list-style-type: none"> <li><b>Supervisor of Wastewater Services – Power Generation System</b> <ol style="list-style-type: none"> <li>Oversees and supervises the maintenance, repair and installation of facilities and equipment, such as gas and steam turbines, internal combustion engines, gas and air compressors, boilers, waste gas flare, and other mechanical equipment; reads and interprets plant piping, blueprints, plans, specifications and other technical documents; provides technical assistance to staff in resolving difficult problems encountered.</li> <li>Supervises and participates in the compilation and maintenance of operational records; develops and implements operational and maintenance changes to ensure compliance with established standards and regulations and effective and efficient operation and maintenance; periodically inspects plant equipment, locates and troubleshoots plant malfunctions; recommends and initiates improved work methods and procedures.</li> <li>Responds to questions and more serious or complex issues from internal customers and/or other agencies regarding power generation system issues; evaluates situations, develops solutions, explains findings to City staff and notifies appropriate officials; coordinates work with other departments and outside agencies regarding issues as needed.</li> <li>Plans, organizes and supervises a predictive and preventive maintenance program through the use of a Computer Maintenance Management System, including developing schedules and work standards; monitors installation and repair activities to ensure conformance with specifications.</li> <li>Reads and interprets a variety of utility plans, engineered drawings, and written specifications in order to determine required equipment shut downs in order to accomplish needed repairs.</li> </ol> </li> </ul>		Daily 25%	Formatted Table Formatted: Indent: Left: -0.04", Hanging: 0.31", Bulleted + Level: 1 + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Tabs: Not at 0.5"
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**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

• **Supervisor of Wastewater Services – Laboratory**

1. Oversees and supervises wastewater laboratory, provides technical assistance to Laboratory staff in resolving difficult problems encountered.
2. Supervises and participates in the compilation of data development and review to comply with established standard methods, procedures and regulations. Prepares and provides laboratory reports to customers and regulatory agencies.
3. Responds to public or agency inquiries regarding laboratory data, laboratory operations, or complex laboratory issues; evaluates situations, develops solutions, explains and notifies the findings to appropriate officials and City staff; coordinates work with other departments and outside agencies as needed.
4. Evaluates laboratory equipment and instrumentation for replacement, repair, and safe usage.
5. Plans, organizes and supervises a predictive and preventive maintenance program, including developing schedules and work standards; monitors repair activities to ensure conformance with specifications.
6. Develops and implements a Laboratory Quality Assurance Program and Chemical Hygiene Plan.
7. Provides the primary contact with California Department of Public Health – Environmental Laboratory Accreditation Program for laboratory certification and audits.
8. Assists with the development and implementation of Laboratory Information Management System database functions

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	<b>Formatted Table</b>
<ul style="list-style-type: none"> <li>• <b>Supervisor of Wastewater Services – Mechanical Maintenance</b> <ol style="list-style-type: none"> <li>1. Oversees and supervises the maintenance, repair and installation of facilities and equipment; reads and interprets plant piping, blueprints and system plans; provides technical assistance to staff in resolving difficult problems encountered; oversees warehouse functions, equipment and parts movement.</li> <li>2. Supervises and participates in the compilation and maintenance of operational records; develops and implements maintenance changes to ensure compliance with established standards and regulations and effective and efficient operation and maintenance; periodically inspects plant equipment, locates and troubleshoots plant malfunctions; recommends and initiates improved work methods and procedures.</li> <li>3. Responds to questions and more serious or complex issues from internal customers and/or other agencies regarding wastewater system issues; evaluates situations, develops solutions, explains findings to City staff and notifies appropriate officials; coordinates work with other departments and outside agencies as needed.</li> <li>4. Plans, organizes and supervises a predictive and preventive maintenance program through the use of a Computer Maintenance Management System, including developing schedules and work standards; monitors installation and repair activities to ensure conformance with specifications.</li> <li>5. Reads and interprets a variety of utility plans, engineered drawings, and written specifications in order to determine required equipment shut downs in order to accomplish needed repairs.</li> </ol> </li> </ul>		<b>Daily 10-25%</b>	<b>Formatted:</b> Bullets and Numbering <b>Formatted:</b> None, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Tabs: 0.25", Left
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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	Formatted Table
<ul style="list-style-type: none"><li>• <b>Supervisor of Wastewater Services – Field Maintenance</b><ol style="list-style-type: none"><li>1. <u>Control of pests and weeds through the application of rodenticides, herbicides and pesticides in conformance with applicable rules and regulations; construction, maintenance, alteration and repairs of canals, canal structures, valves and gates, percolation ponds, fences, roads, landscape areas and other facilities.</u></li><li>2. <u>Maintaining records of meter readings on the Infiltration Ponding system, Reclamation well system, on and offsite farming areas receiving treated effluent, participates in the updating of the ongoing preventive and predictive maintenance programs, with budget estimates and program planning for the maintenance facilities.</u></li><li>3. <u>Plans, organizes and supervises a predictive and preventive maintenance program through the use of a Computer Maintenance Management System, including developing schedules and work standards; monitors installation and repair activities to ensure conformance with specifications.</u></li></ol></li></ul>			Formatted Table
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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FREQUENCY</b>	Formatted Table
<b>Supervisor of Wastewater Services – Industrial Electrical</b> 1. Plans, coordinates, assigns, participates in, directs and supervises the daily work activities of staff performing skilled, technical and journey level work in the administration, operations, installation, maintenance and repair of motors, controls, instrumentation, programmable logic controllers, fire alarm and security systems, computerized distributed control, telemetry, network systems, and a wide variety of other electrical and electronic systems and equipment. 2. Identifies electrical, instrumentation and computerized control systems deficiencies and performance; assesses effective remedial methods for a variety of operational problems; compiles and collects data to select, define and analyze improvement strategies. 3. Coordinates division electrical, electronic and computerized activities with other City departments, divisions, utility companies, contractors, vendors and other public agencies. 4. Reads and interprets a variety of utility plans, engineered drawings, and written specifications in order to determine required equipment shut downs in order to accomplish needed repairs. 5. Plans and executes electrical, instrumentation and computerized control systems, programs and measures designed to enhance service, prevent service interruption, protect capital investment, meet statutory requirements and other associated goals and objectives. 6. Plans, organizes and supervises a predictive and preventive maintenance program through the use of a Computer Maintenance Management System, including developing schedules and work standards; monitors installation and repair activities to ensure conformance with specifications.		Daily 10-25%	Formatted: None, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Tabs: 0.25", Left
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<b>Training and Experience</b> (positions in this class typically require): Based on assigned area of responsibility:		Formatted Table
<b>Supervisor of Wastewater Services - Operations and Treatment</b> <ul style="list-style-type: none"> <li>Three years of experience equivalent to that gained as a Senior Wastewater Treatment Plant Operator or Wastewater Treatment Plant Operations Specialist with the City of Fresno.</li> </ul>		Deleted: as
<b>Supervisor of Wastewater Services – Environmental Compliance</b> <ul style="list-style-type: none"> <li>Bachelor's Degree in Chemistry, Environmental Science, Biology, Chemical Engineering, or closely related field and two years supervisory experience in a water/wastewater quality control environment;</li> </ul>		Deleted: ntrol
OR		Deleted: with an emphasis in the general pretreatment program

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<ul style="list-style-type: none"><li>Five years of progressively responsible experience in the area of environmental control and compliance.</li></ul>	
<b>Supervisor of Wastewater Services – Power Generation System</b>	
<ul style="list-style-type: none"><li>Two years of increasingly responsible supervisory experience in the operation, maintenance and repair of mechanical and electrical equipment similar to that used in an engine-driven electrical power generating plant;</li></ul>	
OR	
<ul style="list-style-type: none"><li>Two years of supervisory experience with an electric utility in power system dispatch, operations, resource planning, government relations and/or utility contracts administration.</li></ul>	
<b>Supervisor of Wastewater Services – Laboratory</b>	
<ul style="list-style-type: none"><li>Bachelor's Degree in Chemistry, Microbiology, Biology, Environmental Science, or closely related field and two years supervisory experience in an analytical or clinical State-certified laboratory; or three years experience <u>equivalent to that gained</u> as a Senior Laboratory <u>Specialist</u> with the City of Fresno;</li></ul>	
OR	
<ul style="list-style-type: none"><li>Five years <u>experience equivalent to that gained</u> as a Laboratory <u>Analyst</u> with the City of Fresno.</li></ul>	
<b>Supervisor of Wastewater Services – <u>Mechanical Maintenance</u></b>	
<ul style="list-style-type: none"><li>Thirty college-level semester units in mechanical technology, engineering, hydraulics/pumping, mathematics, physical sciences, or related field and four years of experience in the maintenance, service, and repair of pumps, motors, and related wastewater treatment plant equipment and machinery, <u>including one year of lead or supervisory experience</u>.</li></ul>	
<ul style="list-style-type: none"><li>Additional qualifying experience may be substituted for the required education on the basis of one year for fifteen semester units.</li></ul>	
<b>Supervisor of Wastewater Services – Field Maintenance</b>	
<ul style="list-style-type: none"><li>Thirty college-level semester units in engineering, hydraulics/pumping, agriculture, mathematics, physical sciences, or related field and four years of experience in the maintenance of landscaped areas and buildings, operating heavy equipment, or canal systems operations and maintenance, <u>including one year of lead or supervisory experience</u>.</li></ul>	
<ul style="list-style-type: none"><li>Additional qualifying experience may be substituted for the required education on the basis of one year for fifteen semester units.</li></ul>	
<b>Supervisor of Wastewater Services – Industrial Electrical</b>	
<ul style="list-style-type: none"><li>Completion of a recognized apprenticeship program and three years of experience as a <u>full-time</u> journey-level Electrician, including troubleshooting a variety of electrical/electronic repairs and installation, <u>which includes one year of full-time experience providing lead or supervisory direction</u>. Five additional years of <u>full-time journey-level electrician</u> experience, <u>which includes two years of full-time experience providing lead or supervisory direction</u>.</li></ul>	

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<b>Licensing Requirements</b> (positions in this class typically require): Licensing Requirements, based on specific area of assignment, include:	Formatted Table
<ul style="list-style-type: none"> <li>Basic Class C License</li> </ul>	Formatted: Bullets and Numbering
<b>Supervisor of Wastewater Services - Operations and Treatment</b>	
<ul style="list-style-type: none"> <li>Wastewater Treatment Plant Operator Grade IV Certificate</li> <li>Wastewater Treatment Plant Operator Grade V Certificate</li> </ul>	
<b>Supervisor of Wastewater Services – Environmental Compliance</b>	Deleted: ntrol
<ul style="list-style-type: none"> <li>Valid California Water Environment Association Grade III Certification as an Environmental Compliance Inspector.is required within 24 months of appointment.</li> </ul>	
<b>Supervisor of Wastewater Services – Laboratory</b>	
<ul style="list-style-type: none"> <li>Valid California Water Environment Association Grade III Laboratory Analyst Certification. is required within 24 months of appointment.</li> </ul>	
<b>Supervisor of Wastewater Services – Mechanical Maintenance</b>	
<ul style="list-style-type: none"> <li>Valid Grade IV Plant Maintenance Certification or Grade III Mechanical Technologist Certification</li> </ul>	
<b>Supervisor of Wastewater Services – Field Maintenance</b>	
<ul style="list-style-type: none"> <li>Qualified Applicator Certificate</li> <li>Mobile Crane Certification</li> </ul>	Deleted: <#>Valid State of California Grade III Plant Maintenance Certificate or Grade III Certification in Mechanical Technologist and Electrical Instrumentation issued by the California Water Environment Association is desirable.¶¶<#>Valid State of California Grade III Mechanical Technology Certificate issued by the California Water Pollution Control Association is desirable.¶¶
<b>Supervisor of Wastewater Services – Industrial Electrical</b>	
<ul style="list-style-type: none"> <li>Grade III Mechanical Technologist Certification or Grade III Electrical Instrumentation Certification issued by the California Water Environment Association</li> <li>Certified General Electrician</li> </ul>	Formatted: Bullets and Numbering
<b>Supervisor of Wastewater Services – Power Generation System</b>	Formatted: Bullets and Numbering
<ul style="list-style-type: none"> <li>Valid Grade IV Plant Maintenance Certification or Grade III Mechanical Technologist Certification issued by the California Water Environment Association is desirable.</li> </ul>	Formatted: Bullets and Numbering
<b>Knowledge</b> (position requirements at entry): Knowledge of:	Deleted: Valid State of California Driver's License, Class C.
<ul style="list-style-type: none"> <li>Supervisory principles and practices;</li> <li>Mechanical, electrical and hydraulic principles as they relate to the operation of wastewater collection and treatment systems;</li> </ul>	Formatted: Indent: Left: -0.01"
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**FRESNO, CALIFORNIA  
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<ul style="list-style-type: none"><li>• Characteristics and safety requirements of the use of various chemicals;</li><li>• Customer service policies, principles and practices;</li><li>• Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;</li><li>• Mathematical concepts;</li><li>• Principles, policies, practices and operations in assigned area of responsibility;</li><li>• Safe work practices and procedures;</li><li>• Computers and applicable software and database systems;</li><li>• Budget preparation and control techniques, principles and practices.</li></ul>
<b>Skills (position requirements at entry):</b> <b>Skill in:</b> <ul style="list-style-type: none"><li>• Monitoring and evaluating the work of subordinate staff</li><li>• Prioritize and assigning work; detail oriented and ability to multi-task*</li><li>• Coaching and employee development skills</li><li>• Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations</li><li>• Providing customer services</li><li>• Preparing and performing mathematical calculations</li><li>• Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents</li><li>• Developing and administering budgets</li><li>• Estimating time, materials, tools, and equipment requirements for jobs</li><li>• Analyzing a variety of administrative problems and making sound policy and procedural recommendations</li><li>• Developing and revising operating schedules and procedures to meet changing conditions and to ensure safe, effective, efficient and legal operation of facilities</li><li>• Performing inspections of facilities, equipment and grounds, and identifying potentially hazardous situations</li><li>• Maintaining adequate stock levels and requisitioning materials and supplies</li><li>• Using computers and applicable software applications</li><li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction</li><li>• Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations</li><li>• Critical thinking and decision making</li></ul>

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**FRESNO, CALIFORNIA**  
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**Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Depending upon assignment, perform arduous work requiring strength and agility.

Depending upon assignment may be required to wear and use respiratory protective equipment.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals and oils.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)  
Date: 12/2007

<b>Page 2: [1] Deleted</b>	<b>MichelleM</b>	<b>1/15/2008 1:10:00 PM</b>
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Oversees and supervises operations, maintenance, and repair work on facilities and equipment such as the collection system, treatment, reclamation, and wastewater laboratory; reads and interprets plant piping, blueprints and collection system plans; provides technical assistance to work crews in resolving difficult problems encountered.

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Supervises and participates in the compilation and maintenance of operational records; develops and implements operational changes to ensure compliance with established standards and regulations and effective and efficient operation; periodically inspects plant equipment, locates and troubleshoots plant malfunctions; recommends and initiates improved work methods and procedures.

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Responds to questions and more serious or complex complaints from the public and/or other agencies regarding wastewater system issues; evaluates situations, develops solutions, explains findings to property owners and notifies appropriate officials and City staff; coordinates work with other departments and outside agencies as needed